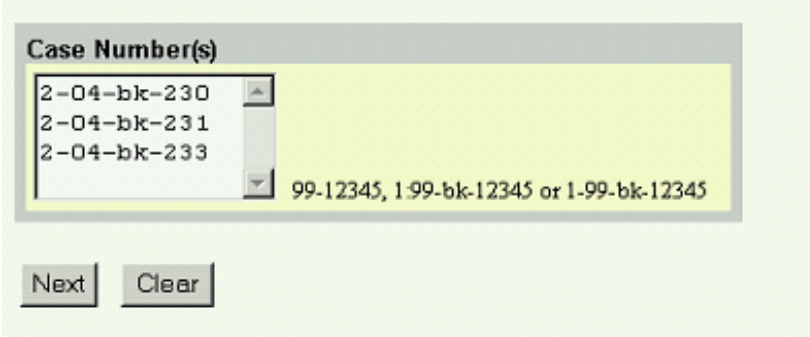UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA   (REVISED 10-17-05)

INSTRUCTIONS FOR BATCH FILING OF NOTICES OF APPEARANCE/REQUESTS FOR
NOTICE AND TRANSFERS/ASSIGNMENTS OF CLAIMS

1. If you have more than one to file, instead of filing Notices of Appearance/Requests for Notice
or Transfers/Assignments of Claim on the bankruptcy case docket one document at a time as
outlined in the Claims filing Instructions, you may file them on the bankruptcy case docket using
the Batch Filing process. (Claims may not be filed using the Batch Filing process).

2. To file Notices of Appearance/Requests for Notice or Transfers/Assignments of Claim using
the Batch filing process, Select Batch filing under the Bankruptcy Events Menu. Also, if you
only want to be added to the creditor list for the case so that you will receive future notices, you
may make an entry for a Request for Notice without filing any document at all.

3. Insert a list of case numbers using the full case number as shown below:

Click on Next.

4. Select only one of the four CREDITOR filings shown below: (If you are filing more than one
type of creditor filing, you will need to repeat the batch filing process for each type of filing.)
All filings in a batch process must also be for the same creditor. The 11 CREDITOR - Request
for Notice (batch)(no document) is the one to use if you want to receive notices in the
bankruptcy case and do not want to file a document. If you prefer to file a document in each
case, select the 1 CREDITOR-Notice of Appearance/Request for Notice (batch) entry.

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1 CREDITOR - Notice of Appearance/Request for Notice (batch)
11 CREDITOR - Request for Notice (batch) (no document)
2 CREDITOR - Transfer/Assignment of Claim (batch)
3 CREDITOR - Transfer/Assignment of Claim with Waiver of Notice (batch)
Chapter 13 Trustee Notice of Completed Plan and Request to Enter Discharge (batch)
Chapter 13 Trustee Report of Allowed Claims (batch)
Corrected BNC Certificate of Service (batch)
Final Account and Report in a Converted Case (All Chapters) (batch)
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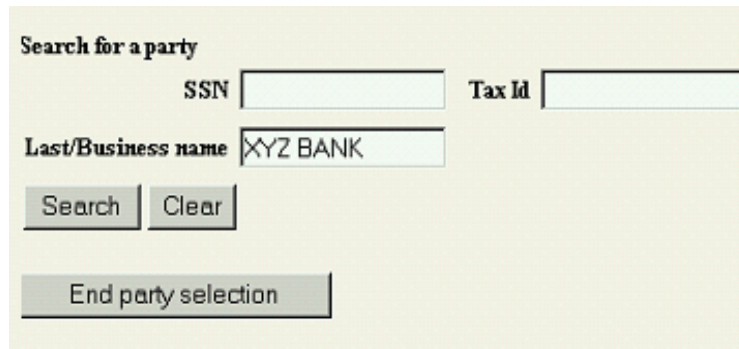
Next   Clear

5. Use the browse boxes displayed on the next screen to upload your Notice of Appearance/Request for Notice or Transfer/Assignment document, which must in adobe acrobat pdf format.

2:04-bk-00230-CGC SAM JONES and JANE JONES   [_____] Browse...

2:04-bk-00231-GBN MICKEY MOUSE   [_____] Browse...

2:04-bk-00233-RTB MARKUS MARKEY   [_____] Browse...

Next   Clear

If docketing a Request with Notice (no document), the browse boxes for loading the pdf document will not be displayed since you will not be filing any documents as part of the entry. Instead you only need to click on Next.

Batch Filing: 2:04-bk-00230-CGC SAM JONES
2:04-bk-00233-RTB MARKUS MARKEY

Next   Clear

6. You will next be prompted to add your company as a party to the case. This is done once and will add your company to the mailing lists for all the cases which you have input for this batch filing. This will eliminate the need for you to add your company as a creditor to each case as you had been doing. Enter your company name (if filing a transfer/assignment, enter the name of the transferee/assignee, the company to whom the claims was transferred or assigned) and click on Search.
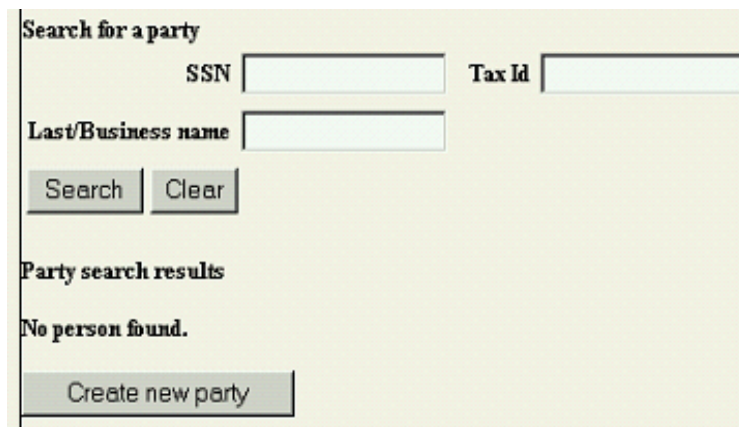
Search for a party

SSN [   ]   Tax Id [   ]

Last/Business name [XYZ BANK]

[Search] [Clear]

[End party selection]

The first time your company is added, you will likely not receive any match and will need to create the party. Click on Create new party.

Search for a party

SSN [   ]   Tax Id [   ]

Last/Business name [   ]

[Search] [Clear]

Party search results

No person found.

[Create new party]

On the next screen, you will be prompted to complete the name and address of your company. Input the address to which you want notices in the cases sent to you. Also, you must select an appropriate party role, which most likely is creditor. After completing the mailing address and party role, the other information does not need to be filled in and may be left blank. Click on submit.

Party Information

Last name	XYZ BANK	First name	
Middle name		Generation	Title
SSN	222-11-1234	Tax ID	
Office		Address 1	PO BOX 12345
Address 2		Address 3	
City	ANYWHERE	State	CA Zip 60001-1234
County	▼	Country	
Phone		Fax	
E-mail			
ProSe	no ▼	Role	Creditor (cr:cr) ▼
Party text			

Alias... | Review... | Add all aliases before clicking the Submit button.

Submit | Cancel | Clear

On the next screen, click on End party selection as you only need to add your company once to add your company to the mailing list for all the case numbers you input at the beginning of this batch entry.

Search for a party

SSN		Tax Id	
Last/Business name			

Search | Clear

End party selection

The next time you make a batch filing for this company, when you search, you will get a match and you can select your company from the list A pop up box will display the address, so that of

your company is listed more than once, you can select the listing that has the correct address to which notices are to be mailed.

You also may change the address on the next screen. If the address is correct, be sure to select creditor for party role and click on Submit.

At the conclusion of the filing process, you will receive a Notice of Electronic Filing that will list the cases in which the filing was made.

U.S. Bankruptcy Court

District of Arizona

Notice of Electronic Filing

The following transaction was received from TEMPLE, SHIRLEY entered on 10/10/2005 at 1:20 PM AZ and filed on 10/10/2005

Case Name:	BRAD J PITT
Case Number:	2:05-bk-00002-SSC
Document Number:	8
Case Name:	IMSO PITTIFUL
Case Number:	2:05-bk-00001-CGC
Document Number:	83

Docket Text:
Notice of Appearance/Request for Notice on Behalf of XYZ BANK. (TEMPLE, SHIRLEY)